

Learning Resource Center

Dedicated to Continuous Improvement in Learning and Academic Achievement

Peer Tutor Job Description

Qualifications

- Cumulative GPA of 3.0 or higher
- Earned an A or A- in courses that you'll tutor (some B+ grades accepted in certain circumstances) Two faculty recommendations
- Must be able to tutor at Behrend for at least 2 semesters (preferably 3) – *due to extensive training, we cannot accept tutors who will be graduating or changing location to another campus within 2 semesters of hiring*
- Strong communication and interpersonal skills
- Work study is desirable, but not required

Tutoring Duties

- Coach students through difficult material
- Actively engage students by asking questions that will facilitate their understanding
- Encourage students to improve their study methods
- Maintain a professional attitude and helpful demeanor
- Provide constructive and accurate feedback on all tutoring logs
- Submit completed tutoring logs for all sessions within three days
- Manage tutoring appointments in a dependable manner and communicate any schedule changes with all parties involved
- Arrive on-time for scheduled shifts and appointments
- Provide adequate notice to LRC administrators for any lab shift absences
- Attend LRC training workshops and meetings, as required
- Respond to all LRC inquiries and requests in a timely manner

Expectations

- Uphold Academic Integrity policies of the university
- Respect cultural and individual differences
- Model successful student behaviors and study habits
- Maintain 3.0 GPA or higher